ADMINISTRATIVE ASSISTANT
Selection Process I.D. #
5400/KE/1116

EXAMINATION PLAN

WRITTEN EXAMINATION
Multiple choice exam – 50 items
Weight = 100%
70% to pass
Time Limit = 2 hours
Hand-held calculator permitted

Content Area	# of Items	Percentage
Basic Accounting Concepts	5	10
Basic Computer Knowledge	11	22
Composing Correspondence from Rough Draft	5	10
Interpersonal Skills	6	12
Math Calculations and Data Interpretation	8	16
Principles of Time Management	3	06
Proofreading Information	5	10
Records Management	3	06
Report Writing and Presentation Concepts	4	08
TOTAL	50	100%

Reference Sources:

Fulton-Calkins, Patsy and Karin M. Stulz, *Procedures & Theory for Administrative Professionals*, 6th Ed., South-Western Cengage Learning, 2009.

Oliverio, Mary Ellen, William R. Pasewark, Bonnie R. White; *The Office - Procedures and Technology*, 5th Ed., South-Western Cengage Learning, 2007.

Sabin, William A. *The Gregg Reference Manual*. Tribute 11th Ed. New York: McGraw-Hill, 2011.

Strunk, William Jr. *Elements of Style.* Ithaca, N.Y.: Priv. print. [Geneva, N.Y.: Press of W.P. Humphrey], 1918; Bartleby.com, 1999. www.bartleby.com/141/strunk5.html. 2009.

The Gregg Reference Manual. The McGraw-Hills Companies, Inc., 2011. Web. 28 June 2013. <http://www.gregg.com/>

Ventura Line Glossary. www.ventureline.com

This examination consists of 50 multiple choice questions. All questions are equally weighted.